

## **Level 1 Legal Text Processing – 06970 Summer 2009**

### ***General***

There were many excellent papers in this series. The majority of faults on weaker papers were incurred for errors of keying and proofreading.

### ***Document 1***

This letter did not present many problems for candidates. A common error was the use of a lower case c for Contracts, when an initial capital was shown on the paper (1.7). There were also instances of the word 'of' in the subject heading being keyed in lower case, when the whole heading was shown consistently in capitals. Candidates should follow apostrophes as shown, unless the word is circled to indicate a fault for correction.

### ***Document 2***

This document was generally produced with few errors. The most common errors were failure to follow initial capitals as shown and the omission of small words. These errors could have been corrected after careful proofreading. Some candidates left spaces between the brackets and the words (1.2). There were instances of the clause beginning IN WITNESS being run on after the previous line (3.3).

### ***Document 3***

The most common error on this document was to leave a space within £175,000 (4L). Some candidates added a final full stop and should be reminded to follow punctuation exactly as shown.